USCIS STEM OPT Extension Application Checklist

___ 1. Original Form G-1145 to allow USCIS to notify you when they accept your application (not a copy)

___ 2. Original Form I-765 (from your ISSO STEM OPT I-20 application), signed in dark blue or black ink only (not a copy). Must include all pages of I-765, even if pages are blank.

___ 3. $410 USCIS fee payable by: [1] Recommended method: Personal check from a U.S. checking account, or certified bank check, or money order, payable to the "Department of Homeland Security". Write "USCIS I-765" in the memo line, or [2] Credit card via Form G-1450. Must use U.S. credit card and U.S. billing address, and sign the form. If using as a debit card, make sure account has sufficient funds!

___ 4. A signed and dated copy of your STEM OPT Extension I-20 and copies of all previously-issued I-20s (no originals). If you do not have all your I-20s and are unable to obtain copies from the school that issued them, attach a brief explanation of your F-1 status history.

___ 5. Copy of Passport Identification page (valid 6 months into the future)

___ 6. Copy of F-1 entry visa. If you changed your status to F-1 in the U.S. and don't have a visa, include your Change of Status approval notice. (Note: Canadians are exempt from visa requirement).

___ 7. Copy of your most recent I-94 arrival record (click "Get Most Recent I-94" at i94.cbp.dhs.gov/)

___ 8. Two U.S. passport style photos using standards from the Department of State website and be aware that [1] photos cannot be more than 30 days old when you send the application and [2] you should write your name on the back of each photo in pencil. [3] You can take your photos at UPS Stores (603 West 115th Street & 42 Tiemann Place), among other places.

___ 9. Photocopy of both sides of your current OPT EAD card and any previously issued EAD card(s)

___ 10. Copy of your diploma (official or unofficial), with your degree title and the date it was awarded. You must include with it a copy of your transcript as evidence of having completed a STEM degree on the government list.

___ 11. Copy transcript (official or unofficial) of your degree program of study in a designated STEM field

___ 12. Employer’s letter that includes a brief description of your job responsibilities in your STEM field